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FINANCIAL MANAGEMENT

WING FINANCIAL COST SAVINGS

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This instruction outlines the financial policies for the 71st Flying Training Wing (FTW). It identifies responsibilities and procedures pertaining to the financial processes of the 71 FTW to assist in achieving cost savings. It supplements the Department of Defense Instruction (DODI) 7000.14-R, DOD Financial Management Policy and Procedure, Joint Federal Travel Regulation (JTFR), Joint Travel Regulation (JTR) and AFI 64-117, Air Force Government-wide Purchase Card (GPC) Program. It applies to all personnel assigned or attached to the unit who perform financial functions and official travel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS). . Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional chain of command. (AF Form 847 is prescribed in AFI 11-215, USAF Flight Manuals Program [FMP]. Refer to that publication for guidance on filling out the form.)

1. Official Travel.

1.1. Defense Travel Service (DTS).

1.1.1. Orders in DTS will be completed at least 7 days prior to the TDY to ensure the most cost effective airline ticket prices.

1.1.1.1. Short notice TDYs are exempt from this policy.

1.2. Mandatory Use of Government Owned Vehicles (GOVs).

1.2.1. Travelers will utilize GOVs when possible in the following situations:

1.2.1.1. TDYs not involving an overnight stay; i.e. local area, Oklahoma City, Tulsa, Wichita.

1.2.1.2. TDYs within 400 miles and under 5 days.

1.2.1.3. Traveling with other personnel within 600 miles; i.e. San Antonio, Denver, Little Rock AFB.

1.2.1.4. The orders Approving Official must approve the use of other transportation when GOVs are available prior to submission of Temporary Duty (TDY) orders.

1.2.1.5. Above is subject to Transportation Manager determination of vehicle availability.

1.3. Contractor Operated Base Shuttle Support.

1.3.1. Contractor-operated base shuttle service to the airport will be used when feasible. The unit commander must approve all deviations.

1.3.1.1. Per wing policy, 71 LRS will schedule shuttle services to combine multiple customers who have departures/arrivals within a 4 hour window.

1.3.1.2. U-Drive It requests for terminal transportation will only be supported if dispatch does not have any drivers available.

1.3.1.3. Above is subject to Transportation Manager determination of vehicle availability.

2. Awards.

2.1. Plaques and/or trophies for individual quarterly and annual awards will be purchased at a reasonable cost, not to exceed \$45 for Quarterly awards and \$75 for Annual awards.

2.2. Awards will be purchased through the Vance AFB Skills Development Center when feasible.

2.3. Decoration binders will be limited to first medal presentation use only and will not be given to the member, except as required by AFI. Members will have the option of donating previously used decorations binders back to the organization to aid in overall supply cost savings.

2.3.1. Thin certificate covers will be used for all other paper award certificates presented. Item number ESS29900235BGD-CASE on GSA advantage can be used as a reference to the type of certificate needed.

3. Government Purchase Card (GPC) Program.

3.1. All GPC cardholders must first confirm their item(s) is unavailable on the AF-mandated Unit Supplies Efficiencies List, known as Leon's List on Vance SharePoint, URL (<https://vance.eis.aetc.af.mil/leon/default.aspx>), prior to making any purchase with a GPC.

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DODI 7000.14-R, DOD Financial Management Policy and Procedure

Joint Federal Travel Regulation (JTFR),

Joint Travel Regulation (JTR)

Adopted Forms

AF Form 847, Recommendation for Change of Publication, 22 September 2009

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

DOD—Department of Defense

DODI—Department of Defense Instruction

DTS—Defense Travel System

FMP—Flight Manuals Program

FTW—Flying Training Wing

GOV—Government Owned Vehicle

GPC—Government Purchase Card

JTFR—Joint Federal Travel Regulation

JTR—Joint Travel Regulation

LRS—Logistics Readiness Squadron

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

VAFBI—Vance Air Force Base Instruction